

FILED: *Records*

Sanitized - Approved For Release : CIA-RDP70-00211R000100070050-7

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Branch, MIS

DATE: 23 February 1954

FROM : Acting Management Officer

SUBJECT: Vital Materials Placed in Repository.

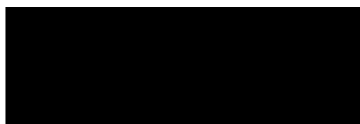
1. The attached report is of interest to me, but of equal significance would be answers to the following questions:

a. Are all of the documents, especially those turned in by the high-volume offices, really vital? *

b. What plans do we have for defining who sends what to the repository in order to avoid needless duplication - or has the matter of providing each major component of the Agency with its own files been examined and agreed upon as the proper course of action?

c. Does the plan for storing material make adequate utilization of records filed in Field Stations of the Agency, i.e., an adequate emergency communication system would make it possible to get copies of vital documents from Field Stations if Washington should be suddenly bombed. *

✓ 2. Let's discuss these points next week when I hope I will have more time to go into our Records Management activities.



25X1A9a

1 Attach.
Report

* *See notes attached 3/25/54*